



**State of Utah**  
**LT. GOVERNOR'S OFFICE**  
**Notary Public Division**

## ***Instructions to Applicants for Notary Public Commission***

The name signed on the bond and on the application **MUST BE EXACTLY THE SAME**. This is the name that will appear on your commission and on your seal, and will be the name that you officially sign as a notary public. If your name does not match as required, your application will be returned for correction and your application will be delayed.

### **Application Instructions:**

1. The application must be typewritten or computer generated, otherwise it will be returned.
2. The non-refundable processing fee for issuing a commission as a notary public or for your renewal of a commission is \$20.00. Personal checks, cashier's checks or money orders are to be made payable to the **STATE OF UTAH. (MasterCard and VISA accepted.)**
3. Failure to complete a current application truthfully and fully can result in denial or revocation of a notary commission.
4. If you are not presently employed, please enter *not employed* in the space provided for employer's name and address. If you work from your home, please specify such.
5. You must receive endorsements from **two** permanent Utah residents who are over the age of 18. Endorsers must type name and address in spaces provided and also sign application and complete other requested information.
6. If you have a permanent resident status under **Section 245 of the Immigration and Nationality Act**, please attach a copy of the front and back of your resident card "**green card**" to this application.
7. **You must enclose your original test results with your application.**

### **Bond Instructions:**

1. An official bond in the sum of \$5,000, written for a term of four (4) years, must be secured to qualify for a notary commission. This bond must be executed by a company authorized to write surety bonds in Utah.
2. A notary public bond is written for a term of four (4) years, extending from the commencement date to the expiration date of the notary's commission.
3. The bond can be obtained from most insurance companies authorized to sell insurance in Utah.
4. **Important:** A notary bond is not insurance for the notary, but protection for the public. A notary must repay the surety any funds the surety company pays out on the notary's behalf.

**FREE! You may visit our Web Site for this document and to access other information.**

**Mail In:** Box 140760  
Salt Lake City, Utah 84114-0760  
**Walk In:** 1160 State Office Building  
**Information Center:** (801) 538-1180

**Web Site:** [http://governor.utah.gov/lt\\_gover/notary.html](http://governor.utah.gov/lt_gover/notary.html)